

# City of Los Altos

## Part Time Recreation Leader I, II

### About Los Altos

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

### Position

Under supervision of the Recreation Coordinator, the Recreation Leaders I/II will help assist with program planning and implementation of Camp Shoup, Camp Jelly Bean or Redwood Grove, organize daily activities, supervise camp participants, maintain communication with parents of participants, assure supplies and equipment are in order, maintain accurate reports and records, attend staff meetings and provide leadership to other recreation leaders. Camp begins June 9, 2014 and runs until August 15, 2014. Shifts and hours may vary.



### Area of Responsibility

Recreation Leaders I/II are responsible for planning, organizing, and leading a variety of recreation activities, typical activities include but are not limited to environmental education, arts, crafts, sports, games, contests and special events for a particular group of participants, maintaining communication with the public, promoting and ensuring safety procedures, must be able to work with fellow recreation leaders to assist in the implementation of recreation activities and perform other related duties as required; such as department wide special events, teen programs, preschool programs, office duties, facility attendant, and senior programs.



## Minimum Qualifications

**Knowledge of:** Safety precautions, positive discipline, teambuilding principles, methods of organizing, customer service principles, effective oral communication, practices in working in a team environment.

**Ability to:** Plan, organize, and conduct recreation programs, review and analyze program effectiveness, recommend procedures to improve program, speak before children, maintain effective relationships with parents, establish and maintain effective working relationships, represent the City's high standards, follow written and verbal instructions, work cooperatively with others, function effectively in supervisory and leadership roles, report problems or hazards which may occur, either with children or parents or with equipment, communicate clearly and concisely, both orally and in writing, engage children in activities and motivate participants, follow safety procedures, display customer service techniques to deal tactfully and courteously with program participants, and general public, independently initiate and complete work activities, respond calmly and efficiently in emergency situations, maintain confidentiality of information, either written or spoken.



**Skills in:** Using initiative and sound judgment within established guidelines, prioritizing work and coordinating several activities, multitasking, direct, plan and organize activities, communicating and supervising tactfully and effectively with the participants and parents, including interpreting and applying detailed rules and policies, organizing and maintaining supplies, maintaining accurate reports and records, leadership and supervision skills required to develop and implement program, first aid and CPR.

## Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Recreation Leader I:** Direct experience in leadership, volunteerism or participation in recreational activities desirable. Must be 16 years or older.

**Recreation Leader II:** In addition to Leader I experience, a minimum of 1-2 years paid and/or volunteer experience working with children in recreation, outdoor education, sports and/or crafts.

**Desirable Experience:** Some experience in a recreation environment, college-level course in Recreation, Child Development, Administration, Environmental Education and related fields.





## Salary & Benefits

**Recreation Leader I:** \$8.00-\$9.72 per hour

**Recreation Leader II:** \$10.21-\$12.41 per hour

Pay rate determined by experience, education and assigned level of responsibility.

## Application Procedure

Applications may be obtained in the following ways:

- Apply online at [www.calopps.org](http://www.calopps.org) / Member City: Los Altos
- Visit our website at [www.losaltosca.gov](http://www.losaltosca.gov) to print the application form
- Call our 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall, 1 N. San Antonio Road, Los Altos

## Selection Process

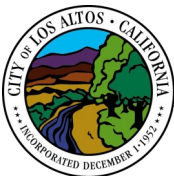
All applications and resumes will be reviewed. Those most closely matching the qualifications and requirements will be invited to participate in oral interviews and other elements of the selection process.

## Background Requirements

Finalists will be required to undergo a thorough background review and criminal/vehicle records check and fingerprinting check. Past substance abuse and criminal activity may be grounds for disqualification, but all candidates will be evaluated on a case-by-case basis.

## Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you need reasonable accommodation to participate in any component of the testing process you must notify the Human Resources Division as soon as possible. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.



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